



JOB TITLE: **Communications & Business Development Specialist**
POSITION DURATION: Permanent, Full Time [in-person]
LOCATION: 266 McDermot Ave, Winnipeg
SALARY: Compensation based on skills and experience

The Opportunity

5468796 Architecture is looking for a talented Communications + Business Development Specialist to help shape how our work is understood, pursued, and celebrated.

This is a unique opportunity for someone who enjoys both strategic communication and creative storytelling. A significant part of the role is leading the development of proposals that help us pursue meaningful new work, while also creating award submissions, publications, digital content, and other communications that share our ideas and projects with broader audiences.

You'll work closely with partners, architects, and project teams to communicate the thinking behind our work—from the first proposal through to national and international recognition. If you're a strong writer with an eye for design, thrive in a collaborative environment, and are curious about architecture, cities, and culture, we'd love to hear from you.

What You'll Do

Business Development & Proposals (approximately 40–50%)

- Lead the development of compelling EOIs, RFQs, and RFPs that combine strategic thinking, persuasive writing, and thoughtful graphic design.
- Collaborate with partners and project teams to develop proposal narratives, qualifications, and supporting materials.
- Coordinate submission schedules and manage multiple deadlines while maintaining a high standard of quality.

Storytelling & Studio Profile (approximately 25%)

- Prepare award submissions that communicate the significance and impact of our work.
- Write and edit project features, media content, submissions for publications and liaising with our external communications firm.
- Help tell the stories behind our projects in ways that are engaging, thoughtful, and accessible.

Digital Communications (approximately 10%)

- Manage and update our website with new projects, news, speaking engagements and studio initiatives.
- Develop and implement social media content that reflects our values, projects, and culture.
- Explore opportunities to expand our digital presence through emerging platforms and content strategies.



Studio Communications & Strategic Initiatives

- Contribute to the development and implementation of annual communications and marketing plans.
- Maintain consistency across the studio's visual identity and communications.
- Support business development initiatives alongside partners and senior staff.
- Assist with grant writing and funding applications for client projects and studio initiatives.
- Coordinate studio communications, displays, events, and communications calendars.
- Like everyone in our studio, occasionally pitch in with shared office responsibilities—from answering the phone to helping keep our workspace welcoming and organized.

A Typical Week Might Include

One week you might be collaborating with architects to prepare a proposal for an exciting new civic project. The next, you could be refining an award submission, interviewing a project team for a publication feature, planning social media content around a recently completed building, updating the website, or helping organize a studio event. Some weeks are deadline-driven—particularly around proposal submissions—while others provide more space for creative storytelling and longer-term communications initiatives.

What We're Looking For

We're looking for someone who enjoys balancing creativity with organization and is excited by the opportunity to communicate great design.

You'll likely bring:

- A degree or diploma in Communications, Marketing, Environmental Design, Architecture, Graphic Design, or a related field—or equivalent professional experience.
- Exceptional writing, editing, and storytelling skills.
- A strong eye for typography, layout, and visual communication.
- Experience designing documents in Adobe Creative Suite, particularly InDesign.
- Comfort working in Mac-based environments and familiarity with AI tools that support writing, design, and productivity.

Bonus Qualifications Include:

- Experience writing grants or funding applications.
- Photography and/or photo editing skills.
- Experience working within architecture, design, engineering or other professional services environments.

What Success Looks Like

Success in this role means helping us win meaningful new work, sharing the stories behind our projects, strengthening our public profile, and ensuring every communication reflects the quality, creativity, and thoughtfulness of our practice.



What We Offer

- The opportunity to help shape the voice and public profile of one of Canada's leading architecture practices.
- A collaborative studio where ideas are welcomed from everyone.
- Direct collaboration with partners and project teams across a wide range of projects.
- Mentorship, professional development, and opportunities to grow your role over time.
- Competitive compensation based on your skills and experience, reviewed annually.
- Comprehensive health and dental benefits.
- Profit Sharing Incentive Plan (following the probationary period).
- Gift (donation) matching program.
- Additional milestone benefits.
- A vibrant, open studio in the heart of downtown Winnipeg, surrounded by a passionate, supportive, and creative team.

About Us

5468796 Architecture is an internationally recognized Winnipeg-based practice known for thoughtful, innovative design. Over the past two decades, our work has explored housing in all its forms, urban design, public space, and the social impact of architecture. Our projects have received regional, national, and international recognition and have been featured in more than 300 books and publications.

5468796 Architecture is an equal opportunity employer. All qualified applicants will receive consideration for employment. If you qualify for this position, we encourage you to apply by submitting a cover letter, portfolio and resume to employment@5468796.ca. Note: only those selected for an interview will be contacted.